

<b>Central Hawke's Bay District Council</b>	<b>POLICY MANUAL</b>	
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<b><i>DISTRICT HALL COMMITTEES POLICY</i></b>	<b>Approved by:</b>	Council
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That the following rules for the operation of the District Hall Committees be adopted:

1. District Hall committees include CHB Community Rooms and Takapau Recreation Ground.
2. Each Hall Committee shall consist of not more than seven elected members and at least one District Councillor member. The Committee shall have power to co-opt. Hall users should be represented on the Committee. The Committee shall meet at least twice a year and in addition hold an Annual General Meeting in July. The Committee shall hold office for a three year term, in line with Local Government elections.
3. The Committee shall keep books of account and sufficient documentation to facilitate the production of a statement of income and expenditure and an assets and liabilities statement. The Committee's financial year shall be 1 July to 30 June.
4. The Committee shall report to the Council in August of each year on the following:
  - Summary of usage of the hall.
  - Maintenance carried out.
  - Expenditure of funds on the hall (a set of accounts).
  - Any other requirements for managing the hall in the future.
  - Recommended user fees for the hall.
5. The Committee will be responsible for the day-to-day running of the hall. The work included in this responsibility is:
  - Hiring the hall to users.
  - Maintaining the building and associated property at, or better than, the condition in which it is handed to the committee plus minor maintenance on a day to day basis.
  - Major maintenance will be provided by Council and overseen by the Utilities Manager.
  - Allocating and accounting for expenditure of funds supplied by Council.
6. Council will contribute to the operational costs of the following halls:

Otane, Tikokino, Onga Onga, Takapau, Elsthorpe, Wallingford and Waipukurau Memorial Hall.

  - Insurance.
  - Rates.
  - \$500 per annum contribution to minor repairs.
  - Electricity line charges.
  - \$1000 per annum towards a custodian/caretaker.

Council will meet the operational costs of the following halls as follows:

Flemington, Omakeke, Sherwood, Otawahao, Argyll, and Porangahau

- Insurance.
  - Rates.
  - Electricity line charges.
  - \$1000 per annum towards minor maintenance or a custodian/caretaker.
7. Council will also meet the cost of annual Fire and Building Warrant of Fitness charges for each Council owned Hall.
  8. The annual maintenance of Council owned Halls will be assessed by Council's Utilities Manager, who, after liaison with Hall Committees, will make recommendations to Council as to the Maintenance requirements.
  9. Council will not contribute towards the building major maintenance of non Council owned halls.
  10. Hall Committees may retain hall hireage income which may be used at their discretion towards the maintenance of the hall.